

End of Year Guide



It is important to review and close your year-end accounting, and all other year-end actions, to ensure nothing is overlooked and that planning for the next financial year can begin.

This useful checklist will help remind you what is due and keep you on track, but please liaise with your local commissioner, where appropriate, and accountant to ensure you don't miss any important submission deadlines throughout the year.

END OF YEAR (2020-21) ACTIONS	COMPLETED
Account reconciliations (e.g. bank account, petty cash, PayPal or Stripe (or similar), Credit card, loan account)	
Payroll – issue P60s to all staff	
Produce End-of-Year Pension statements	
Complete the online SD55 for the NHS Pensions agency return	
Issue P11Ds to staff who have received any 'benefits in kind' (for example, company cars or interest-free loans)	
Staff pay review for 2021-22	
VAT Return – due 2 months after the end of the accounting period	

Review Advisory Fuel Rates (AFRs) for company car users	
CIS, NICs and PAYE to HMRC (19 March for postal payments, 22 March for electronic remittance)	
Corporation tax returns filed by companies with 31 March 2020 year end	
IR35 (new from April 2021 for private sector contractors)	
Review gifts register	

NHS / CCG	COMPLETED
Fulfill contract requirements	
Ensure any actions from locally issued contracts have been completed	
Review any Declarations of Interest	
Review the patient capitation list – ideally quarterly	
National Workforce Return – due quarterly	

QUALITY AND OUTCOMES FRAMEWORK (QOF)	COMPLETED
Review all end of year QOF targets	
Complete manual submissions, where offered on CQRS	

ENHANCED SERVICES	COMPLETED
Ensure Q4 claims and returns are submitted	
Ensure any Enhanced Service audits are reviewed and completed	
Sign and submit 2021-22 Enhanced Service contracts due by 31 March 2021	

Submit Immunisation Claims	
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DATA SECURITY PROTECTION TOOLKIT	COMPLETED
Due 31 March 2021 – deadline extended to 30 June 2021	
Ensure at least 95% of all staff have completed their annual Data Security Awareness Training	

OTHER	COMPLETED
Friends and Family Test (FFT) – currently paused	
Review all other audits and complete audit cycles, e.g. DSQS	
Ensure fire drill carried out in the last 6 months	
Review Business / Practice Development plan for 2021-22	
Review Public Liability Insurance	
Review premises lease agreements (if applicable)	
Review equipment lease agreements	
GMC / NMC / GPhC Registration Checks	
DBS check annual declaration (or renew DBS certificates if any staff name/ role changes)	
Review and update the Skills and Training Matrix	
Review Staff Training Plans	

Review the **Good Governance Calendar** and plan for **2021-22**